

ROLES AND RESPONSIBILITIES

3161

(Sept. 1999)

Major Capital Outlay projects are constructed and inspected under the direction of DGS, Project Management Branch (PMB). Certain work may be accomplished on major projects by CDF (contract or day labor) when so budgeted. Specific sub-projects within major projects may be accomplished by CDF (contract or day labor) when so budgeted. The Chief of Technical Services has primary responsibility for the construction of Major Capital Outlay projects. The Chief of Technical Services may delegate responsibility for all or part of the project to the Region Deputy Chief, Technical Services.

Minor Capital Outlay work can be accomplished by PMB or PSB Contract, CDF Contract, CDF Day Labor or a combination thereof. Proper clearances (approvals) must be obtained from RESD relative to who shall accomplish the work. The State Administrative Manual (SAM) outlines these procedures. The Region Deputy Chief, Technical Services has primary responsibility for the construction of Minor Capital Outlay projects.

Support funded project work (such as special repairs) can be accomplished by CDF Contract, CDF Day Labor, or a combination thereof. The Region Deputy Chief, Technical Services has primary responsibility for the construction of support funded projects.

It is the responsibility of all department personnel to assure that the highest quality construction product is obtained for the dollar amount expended. Following are CDF policies relative to construction work:

- Safety Plans must be developed and implemented for all construction work. Safety training must be performed on a continuing basis during construction.
- All construction work will be accomplished in accordance with plans and specifications approved by the Designer of Record designated by the Chief of Technical Services or the Region Deputy Chief, Technical Services.
- All changes in plans and specifications are to be approved by the designer of Record (engineer or architect).
- All projects must be adequately inspected by qualified inspectors.
- All projects must be adequately inspected as stipulated in the Inspection and Observation Plan prepared by the Designer of Record

- Upon completion of all occupuable buildings and fulfillment of the Inspection and Observation Plan, the Designer of Record or his designee shall prepare a Certificate of Occupancy prior to occupying the building. The Certificate of Occupancy shall be maintained at the facility for the life of the building.

NOTIFICATION OF OFFICIALS **(Sept. 1999)**

3161.1

CDF is exempt from Government Code Section 14681.5; however notification of local officials is completed indirectly through the COBCP and budget process.

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